Part II Chapter 17
Interagency Transfer or Exchange of Materials

A. Requirements. Any interagency transfer or exchange (item for item or payment transaction) of a material, except for surplus products of the soil as covered under Section 211 of the Administrative Code, require submission for approval to the:

Department of General Services
Bureau of Supplies and Surplus Operations
Chief, State Surplus Property Division
Room G-46
2221 Forster Street
Harrisburg, PA 17105

B. Appropriate information and justification shall accompany all requests for approval. The request should include the following:

1. Agency names.
2. Contact persons and phone numbers.
3. Description of material being transferred.
4. Value of material being transferred.
5. Terms of the transfer or exchange.